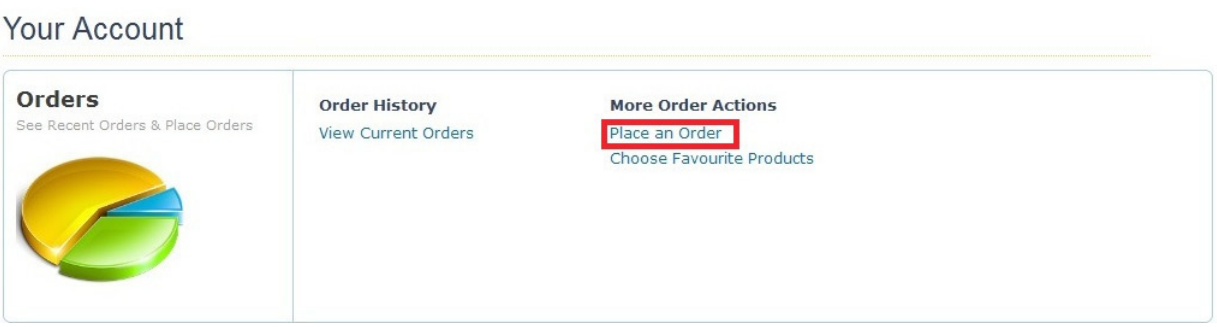
easi order portal user guide

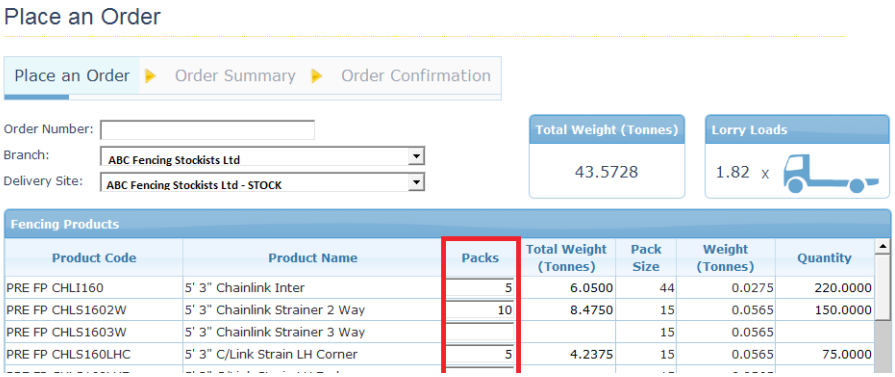
Fencing Solutions

Easi-Order has been designed to be simple to navigate and easy to use. Instructions are outlined below:

1. The email address and telephone number of the member of staff responsible for placing orders should be sent to easiorders@fpmccann.co.uk to be registered for easi ordering.
2. Log in details consisting of a Username & Encrypted Password will then be generated and sent via a secure email to the intended recipient.
3. Easi-Order Portal can be accessed on the top menu of the company homepage - www.fpmccann.co.uk.
4. Log onto https://orders.fpmccann.co.uk/tradecustomerportal with your username & password, you will then be taken to “Your Account” page.
5. Click on “Place an Order” tab to begin the order process.



6. Your order is compiled by selecting the “number of packs” for each product you wish to order.



7. An indicator will be provided to display how your order relates to the delivery load requirements.
8. Once the order is complete, simply click on the “Next” button.
9. On the order summary page, you have the opportunity to view and check your order. Should you wish to edit your order, simply click on the “Back” button.
10. When satisfied your order is correct, you are required to read and accept the company’s Conditions of Sale by ticking the appropriate box. Your order is then confirmed by clicking “Submit Order”.
11. You will then receive an order acknowledgement and full order summary by email.
12. Log out to end the process.
13. You will receive a follow up call from a member of our fencing team to discuss the logistics of your easi-order.